



**DEPARTMENT OF THE ARMY**  
**ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT**  
**600 ARMY PENTAGON**  
**WASHINGTON, DC 20310-0600**



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S: 15 April 2003

S: 15 May 2003

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MEMORANDUM FOR Chief, US Army National Guard, ATTN: NGB-CS, 111 South George Mason Drive, Arlington, VA 22204

SUBJECT: 2003 Installation Status Report (ISR) and Army Service Based Costing (SBC) Data Collection Cycle

1. The 2003 ISR/SBC Data collection cycle will officially commence 3 January 2003. At that time all implementing instructions, training materials, standards, systems software, and users manuals for the ISR Program components (ISR Infrastructure, ISR Environment, ISR Services, and Service Based Costing (SBC)) will be available on the ISR/SBC website, <http://isr.pentagon.mil>.

a. The 2003 ISR Infrastructure ratings standards booklets, ISR environment standards, ISR services performance measures and SBC pacing measures are currently available on the ISR/SBC website. This will enable you to initiate your collection effort as soon as possible – even though you will not be able to immediately enter the data into the ISR software (which will be available by 3 January 2003). ISR Infrastructure data file extracts from Installation RPLANS will be available in mid-January 2003. Environmental baseline data sets will be toploaded into the central ISR database and available for installation-level validation by mid-February 2003.

b. Processes and software for this year's collection effort are very similar to last year's effort (with the exception of ISR Environment, which will now be web-based). The implementing instructions for all components of the ISR describes the processes in detail.

c. To support the Planning, Programming, Budgeting and Execution System (PPBES), the suspense for ISR Services and SBC input to HQDA is 15 April 2003. ISR Infrastructure and ISR Environment are due to HQDA on 15 May 2003.

d. The approved reporting structure for the 2003 cycle is at Enclosure 1. This is a major change from last year, as it reflects the IMA region configuration. Army National Guard (NGB/ARNG) installations will continue to report through their MACOM structure.

e. "ISR Systems Minimum Hardware and Software Requirements" are provided at Enclosure 2. This enclosure provides the minimum hardware and software requirements necessary to run the suite of ISR applications for the 2003 ISR cycle.

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2. We have made significant progress over the past year and with your continued assistance we will improve the process even more. Your feedback is always welcomed –and solicited. The HQDA ISR/SBC Program Manager is Ms. Linda Smith. Please keep in close touch with her. She can be reached telephonically at (703 692-9222, DSN 222-9222 and electronically at Linda.Smith@hqda.army.mil.

Encls

A handwritten signature in cursive script, appearing to read "for J. Lust".

LARRY J. LUST  
Major General, GS  
Assistant Chief of Staff  
for Installation Management